



Ohio History Connection
State Archives of Ohio
Local Government Records Program
800 E. 17th Avenue
Columbus, OH 43211-2474

OHIO HISTORY CONNECTION

JUN 13 2016

STATE AND LOCAL
GOVERNMENT RECORDS

RECORDS RETENTION SCHEDULE (RC-2) – Part 1

See instructions before completing this form. Must be submitted with PART 2

Section A: Local Government Unit

(To complete this form online, use "tab" key to jump from box to box.)

Clermont County Water Resources Department - Administrative
(Local government entity)

8521, 8523, 8530, 8550
(Unit)

Lyle Bloom
(Signature of responsible official)

Lyle Bloom
(Name)

Director of Utilities
(Title)

5/24/16
(Date)

Section B: Records Commission

Clermont County Records Commission
Records Commission

(513) 735-8660
(Telephone number)

289 East Main Street
(Address)

Batavia
(City)

45103
(Zip code)

Clermont
(County)

To have this form returned to the Records Commission electronically, include an email address:

I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and approved the schedules listed on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these records series from being destroyed, transferred, or otherwise disposed of in violation of these schedules and that no record will be knowingly disposed of which pertains to any pending legal case, claim, action or request. This action is reflected in the minutes kept by this commission.

Robert L. Hill

Records Commission Chair Signature

6-08-16

Date

Section C: Ohio History Connection - State Archives

Amanda D. Hinkle Local Government Records Archivist

Signature

Title

6/20/16
Date

Section D: Auditor of State

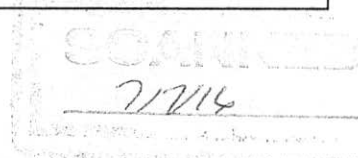
Martin E. Muehl

Signature

6-30-16

Date

**Please Note: The State Archives retains RC-2 forms permanently.
It is strongly recommended that the Records Commission retain a permanent copy of this form**



Schedule of Records Retention and Disposition

Clermont County Water Resources Department – Administrative 8521, 8523, 8530, 8550
(Local government entity) (Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
8523-01	Bids (Unsuccessful)	Retain 3 Fiscal Years After Letting of Contract, Provided Audited	Paper/Electronic	Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C.	<input type="checkbox"/>
8523-02	Complaints	Retain 2 Years After End of Fiscal Year Then Destroy, Provided Settled	Paper/Electronic		<input type="checkbox"/>
8523-04	Job Descriptions	Retain Until Superseded	Paper/Electronic		<input type="checkbox"/>
8523-05	Expense Records –Purchase Orders, Requisitions, Invoices, Billing Records, Receipt Documents and Travel Expense Records	Maintained in County's accounting system per Auditor's retention schedule	Paper/Electronic		<input type="checkbox"/>
8523-06	Treatment Plant Permits	Retain Until Superseded	Paper/Electronic		<input type="checkbox"/>
8523-07A	Certifications Record	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media		<input type="checkbox"/>
8523-07B	Certifications Record	Permanent	Paper/Microfilm		<input checked="" type="checkbox"/>
8523-10A	Policies & Programs (Master Plan)	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media		<input type="checkbox"/>
8523-10B	Policies & Programs (Master Plan)	Permanent	Paper/Microfilm		<input checked="" type="checkbox"/>
8523-11	Lift Station Records	Five Years	Paper/Electronic		<input type="checkbox"/>
8523-12	Regulatory Agency Files	Three Years	Paper/Electronic		<input type="checkbox"/>
8523-13	Safety & Loss Prevention Reports	Three Years	Paper/Electronic		<input type="checkbox"/>
8523-14	Safety Committee Records	Three Years	Paper/Electronic		<input type="checkbox"/>
8523-15	Safety Training Records	Three Years	Paper/Electronic		<input type="checkbox"/>

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8523-16A	Sewer & Water Improvement Plans – Data, Surveys, Blueprints, Reports and Tracings	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format.	Electronic or All Other Media		<input type="checkbox"/>
8523-16B	Sewer & Water Improvement Plans– Data, Surveys, Blueprints, Reports and Tracings	Permanent	Paper/Microfilm		<input checked="" type="checkbox"/>
8523-17	Sewer & Water Improvement Plans – Petitions, Resolutions, Cost Estimates	5 years after construction is complete	Paper		<input type="checkbox"/>
8523-18	Daily/Monthly Logs, Monthly Operating Reports, Violations/Correction Orders	Five Years	Paper/Electronic		<input type="checkbox"/>
8523-19A	Water Usage Reports	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media		<input type="checkbox"/>
8523-19B	Water Usage Reports	Permanent	Paper/Microfilm		<input checked="" type="checkbox"/>
8523-20A	Wellfield Files	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media		<input type="checkbox"/>
8523-20B	Wellfield Files	Permanent	Paper/Microfilm		<input checked="" type="checkbox"/>
8523-21	Backflow Preventer Tests (Inspection Reports)	Two Years	Paper/Electronic		<input type="checkbox"/>
8523-23	Budget Files	5 years	Paper/Electronic		<input type="checkbox"/>
8523-27	Fire Hydrant Records – Installation, Repair, Location, Maintenance, Inspection and Replacement Records	Permanent	Paper/Microfilm		<input checked="" type="checkbox"/>
8523-29A	Limited Tap-In	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media		<input type="checkbox"/>

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8523-29B	Limited Tap-In	Permanent	Paper/Microfilm		<input checked="" type="checkbox"/>
8523-31	Payroll Worksheets –Employee Timesheets, Leave Requests, Individual Payroll Deduction Reports, OBES Reports	Timesheets and Overtime Records maintained 3 Years onsite Maintained in County's accounting system per Auditor's retention schedule	Paper/Electronic		<input type="checkbox"/>
8523-32	Sewer Tapper Installer Bonds	3 years after expiration or cancellation	Paper/Electronic		<input type="checkbox"/>
8523-33	Agreements/Contracts – Not related to Water/Sewer connections or construction	8 years after completion	Paper/Electronic		<input type="checkbox"/>
8523-34	Sludge Hauling and Disposal Records	20 years	Paper		<input type="checkbox"/>
8523-35	Locate Records	2 years	Paper/Electronic		<input type="checkbox"/>
8523-36	Annual Water Quality Report	10 years	Paper/Electronic		<input type="checkbox"/>